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NATIONAL SCIENCE FOUNDATION

Division of Scientific Personnel Improvement

Proposal Closing Date:
November 16, 1979

Award Date:
March 1980

GUIDE FOR PREPARATION OF PROPOSALS

Field Centers

NSF Chautauqua-Type Short Courses for College Teachers

ORIGINAL

COMPLETED

SUMMARY

In Fiscal Year 1980, the National Science Foundation invites proposals for the operation of up to 14 Field Centers in connection with its Program of Chautauqua-Type Short Courses for College Teachers. Proposals may be submitted by any U.S. institution of higher education. They will be for three years of Field Center administration with annual budgets.

Centers that are supported in FY 1980 will hold a series of courses offered to college teacher participants in 2-day sessions in October-November 1980 and again in February-March 1981. The Field Centers, located at sites that will facilitate access by science college faculty, will be geographically dispersed around the country.

The National Science Foundation intends to provide up to $500,000 in Fiscal Year 1980 for the support of Field Centers. This covers participant support, staff salaries, operating expenses, and indirect costs for the 1980-81 series.

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GUIDE FOR THE PREPARATION OF PROPOSALS

FIELD CENTERS
for
NSF CHAUTAUQUA-TYPE SHORT COURSES FOR COLLEGE TEACHERS

I. GENERAL PROGRAM INFORMATION

PROGRAM DESCRIPTION

In Fiscal Year 1980, the National Science Foundation will support up to 14 Field Centers in connection with its Program of Chautauqua-Type Short Courses for College Teachers. U.S. institutions of higher education are invited to submit proposals for a 3-year period of Field Center administration. The initial grant will be for a one-year period and will state an intent to support approximate levels of effort for two additional years provided funds are available and the results achieved warrant further support.

Centers supported in FY 1980 will administer a series of courses offered to college teacher participants in 2-day sessions in October-November 1980 and again in February-March 1981. In the intervening period, the college teacher-participants will carry out individual, course-associated projects. The short courses are a cooperative effort of the National Science Foundation and a nationally based organization, the American Association for the Advancement of Science (AAAS) in 1979-80.

The Centers, located at sites to facilitate access by science college faculty, will be geographically dispersed around the country. Each Center will host approximately ten courses over the two 5-week periods (fall and spring). Each course will be conducted by its own director for a group of approximately 25 participating college teachers.

PROGRAM GOALS

The primary goal of the Chautauqua-Type Short Courses Program is to make new knowledge about topics of current interest available to college teachers of science as quickly as possible, and in such a way that ideas and materials can be directly incorporated into current or planned undergraduate education programs. Diverse and complex information on problems in science, technology, and society is presented to and discussed by participating college teachers to facilitate use in traditional and interdisciplinary course instruction.

RESPONSIBILITIES OF COOPERATING INSTITUTIONS

The NSF Chautauqua Short Courses Program involves a number of different organizations working cooperatively in a network. An illustration of the Program in operation is drawn from 1979-80 Program activities. The American Association for the Advancement of Science plans and develops course topics and identifies the course instructors (Course Directors). The courses are offered at fourteen Field Centers, located at colleges and universities around the country. One of these Field Centers, the University of Missouri, Kansas City, is also the National Support Center and coordinates administrative arrangements for the Course Directors. Finally, the National Science Foundation provides the funding and policy guidance. Responsibilities of each of these organizations is summarized in Table 1 on page 2.

ELIGIBILITY

Institution

Proposals may be submitted by any U.S. institution of higher education. An institution submitting a proposal should be prepared to continue the operation of the Field Center for 3 years. (See also "Evaluation of Continuing Grants", page 10).

TABLE 1

NSF Chautauqua-Type Short Courses Program Responsibilities of Each Program Component

Planning Organization

- Develop array of courses, identify course directors (using Program Advisory Group) and negotiate assignment.
- Develop schedule of courses at Field Centers.
- Develop and distribute regionally a poster and the *Announcement* brochure.
- Develop *Course Directors' Handbook* in collaboration with Support Center.
- Produce and circulate materials for mid-session and final evaluations of courses and field centers.
- Use evaluation data in planning following year's programs.

Support Center

- Conduct planning meeting in late spring for Field Center and Support Center staff and Course Directors.
- Gather course material orders, purchase and distribute instructional materials to Field Centers.
- Develop Course Director's contractual agreement, pay honoraria and travel costs.
- Coordinate and monitor Course Directors' fulfillment of activity.

Field Centers

- Announce program regionally, including distributing *Announcement* within region.
- Select participants.
- Make local arrangements and oversee course administration.
- Produce environment conducive to effective learning—transfer of knowledge between Course Directors and participants, and among participants.
- Evaluate short courses and secure participant evaluations of course and field center.
- Implement national program locally; for example, monitor course offerings to assure that program goals are being met by Course Directors and participants.

National Funding Agency

- Monitor system and make adjustments as needed.
- Evaluate national program and introduce policy changes.
- Review project performance and recommend funding.

Location of Field Center

The NSF Chautauqua-Type Short Courses Program is based on the concept of providing training to college teaching faculty at centers located in close proximity to their academic home bases. Travel support for participants is not generally available. While a Field Center may draw participants from outside its surrounding area, this is not usually the case. For example, in 1978-79, 63 percent of the participants attended a Field Center within 300 miles of their academic institution; 45 percent traveled less than 200 miles. Therefore, the Foundation intends to support the Field Centers at sites that are centrally located for the country's teaching faculty. Particular consideration will be given to there being an adequate number of science and engineering college faculty within a 300-mile radius of a proposed Center. Proposers should judge the suitability of a proposed Field Center location in these terms.

CATEGORIES OF SUPPORT FROM NSF

The Foundation will provide funds for Field Center staff salaries and operating costs. The grants will also include local participant lodging costs. Indirect costs and staff benefits (if any) charged as direct costs will be paid to the host institution based on the approved educational rate for the particular college or university.

The participating college teachers and/or their institutions provide for the costs of meals, transportation and other maintenance expenses.

Other instructional costs associated with offering the Short Courses are provided from the Support Center contract, including course materials for participants, and honoraria and travel expenses for course directors.

TIME SCHEDULE

Field Centers should plan to be in operation for 5-6 consecutive weeks during October and November of 1980, and also during February and March of 1981. Classes meet either on Monday and Tuesday or on Thursday and Friday of each week. A typical schedule for one Field Center is as follows:

Course	1st Session	2nd Session
E-1	Oct. 17-18	Feb. 20-21
E-2	Oct. 20-21	Feb. 23-24
E-3	Oct. 24-25	Feb. 26-27
E-4	Oct. 27-28	Mar. 2-3
E-5	Nov. 3-4	Mar. 9-10
E-6	Nov. 7-8	Mar. 13-14
E-7	Nov. 10-11	Mar. 16-17
E-8	Nov. 14-15	Mar. 20-21
E-9	Nov. 17-18	Mar. 23-24
E-10	Nov. 21-22	Mar. 30-31

Additional project time is required during the spring and summer preceding the courses, and during the interim period. For example, the updating of a Center's mailing list is usually begun in the spring, while colleges are still in session, and continued into the summer. During January and February field center staff correspond with participants and Course Directors concerning the spring sessions (See also "Field Center Tasks" below).

II. NATURE OF FIELD CENTER OPERATION

INTRODUCTION

A Field Center staff has as its goal the improvement of undergraduate science instruction in its service region by offering a series of short courses for college faculty. While there are national guidelines and a common format to be followed by each Center, the Foundation expects that the Center staff will structure its activities in ways that will make for effective education in the sciences in its service area. The potential for this exists in the relationships that are established among the scientific community at the Field Center, the participants, and the visiting Course Director, under the guidance of the Field Center Director. The staff of the Field Center can improve the quality of a participant's experience at a center by creating a setting that makes it possible for them to: (a) learn about the resources of the host center; (b) learn from each other; and (c) learn from the Course Director.

FIELD CENTER STAFF

The staff of a Field Center usually consists of the Field Center Director who is also the grant Project Director, a Professional Assistant, and a secretary. While two co-directors may be employed, one of these must be designated as the person who will assume the responsibility for carrying out the project as proposed. The name of the person so designated is the one that should be given on the cover page. If two co-directors are named, the proposal should make clear how their skills are complementary and what their respective duties will be.

The Foundation considers the competence of the Field Center Director to be of particular significance to the operation's success. It is expected that the Field Center Director will be an experienced scientist and administrator who has interest in improving undergraduate science instruction and who will be directly involved in the Center's management and operation.

FIELD CENTER TASKS

Field Centers are responsible for the conduct of the following tasks:

A. Publicity

A Field Center is responsible for publicizing the national program of NSF Chautauqua-Type Short Courses in the geographic region in which the proposed Center is located. For the administrative purpose of assigning responsibility for publicity, the geographic regions will be drawn and defined after the grants have been awarded and the locations of Field Centers across the country have been determined.

As part of its planning responsibilities, AAAS will develop the *Announcement* brochure, describing the short courses for 1980-81 and containing application forms. The *Announcements* will be shipped to the Field Centers in July for regional distribution. A copy of the 1979-80 *Announcement* may be obtained for purposes of information by completing and returning an Intent-to-Submit Card found on the inside back cover of this Guide (See also "Statement of Intent to Submit", page 11).

Specific publicity tasks of the Field Centers are to:

1. Maintain an individualized mailing list of undergraduate science and engineering teaching faculty in the Field Center's region. This will vary from approximately 8,000 to 15,000 names. A 1979-80 listing will be made available by NSF to each Field Center for its use. However, provision should be made for extensive and continous updating of the listing. Care should be taken to assure that publicity about the courses is made available to science faculty at colleges and universities who are teachers of minorities, women and the physically handicapped.
2. Inform groups and individuals within the academic science community of the region about the program (e.g., State Academies of Science, academic deans of area colleges and

universities, State Departments of Higher Education, etc.). Consider media coverage and personal letters as possible mechanisms.

3. Mail copies of the brochure, *Announcement of the NSF Chautauqua-Type Short Courses for College Teachers,* to the individuals on the mailing list and to other interested persons.

B. Participant Selection

1. Develop procedures, staff assignments and a schedule for the acknowledgement of receipt of applications, the review of applications, the selection of participants and alternates, and the notification of each applicant of the decision on his/her application. On average, 45 applications for a course may be expected. The majority of these will be received in September. Applications should be reviewed separately for each course approximately four to five weeks before it is to begin.
2. Evaluate applications for eligibility to attend a course. Screen applications for meeting the course prerequisites and target group specifications (under "For College Teachers of" statements) in the course description appearing in the *Announcement.*
3. Select participants in accord with the following general criteria: (a) Select those applicants who appear to be most likely to benefit directly from the course in terms of improvement in their teaching, and of being able to influence in some way the quality of teaching of their colleagues; (b) Consistent with other guidelines, select applicants to maximize the number and geographic distribution of institutions from which participants are chosen; (c) All other factors being equal, give preference to an applicant from non-Ph.D. granting colleges or universities, including 2-year colleges, over an applicant from undergraduate divisions of large, research-oriented, Ph.D.-granting universities; (d) Give equal consideration to applicants from 2-year institutions (community or junior colleges) with applicants from 4-year institutions; (e) Because it is desirable to try to achieve a degree of homogeneity within the classes, exercise restraint in accepting applicants who are either without requisite background or are already adequately trained in the subject-matter area of a particular course. For some interdisciplinary courses, consideration may be given to acceptance of "teams" of two or three teachers from the same institution if it appears that they could profitably continue to work together after the completion of the course.

   Scientific colleagues in disciplines other than the Field Center Director's may assist with application review and selection on a regular or *ad hoc* basis.
4. In the review of applications consider the interest of the Foundation's Science Education Directorate in career access for those underrepresented in science, and therefore its wish to make the short courses available to undergraduate science faculty who teach women, minorities, and the physically handicapped.
5. Notify applicants of acceptance or denial (or alternate status) no earlier than four weeks prior to a course.
6. Prepare and maintain a short list of alternates for each class and keep them posted on their status.
7. Coordinate applicant placement with other Field Centers, particularly at those times when courses are undersubscribed or oversubscribed.
8. Communicate with deans or department heads in the geographic area to stimulate interest in any course that is not receiving an adequate number of applications.

C. Instructional Facilities

Arrange for classrooms and other necessary meeting space, as described below. These meetings must be held in comfortable, well-equipped facilities, preferably on-campus or at off-campus sites associated with the host college or university, or the State. The facilities must also be accessible to college teachers who are physically handicapped. Primary attention should be given to fostering informal sessions that encourage personal interaction among participants and between participants and Course Directors.

Past experience with holding short courses has shown the need for the following types of facilities: (1) conference-room type classroom accommodations that provide table seating for 25 participants for large discussion group session, with enough room to work with considerable quantities of necessary supplies; (2) small group discussion rooms; (3) auditorium-type lecture rooms with special audio-visual equipment for a change of pace and for more formal presentations; (4) lounges for use during breaks and during the evenings for informal talks among faculty participants and with the Course Director; and (5) appropriate and convenient meeting space for evening sessions, if Course Directors and participants wish to continue their discussions after dinner the first day of class.

D. Instructional Materials

1. Arrange for the use of any audio-visual, computer, and other technical equipment necessary for instructional purposes, including an operator when necessary.
2. Provide for the systematic distribution to participants of course materials ordered by the Course Director from the Support Center, or developed by the Course Director and sent to the Field Center. In addition, mail to participants any advance materials specified by the Course Director. These may include reprints, bibliographies, syllabi, or other non-bulky material, but not texts.

E. Participant Lodging and Meals

1. Arrange for, verify and pay participant lodging in accord with NSF policy (See "Summary Proposal Budget and Budget Explanations: Participant Support Costs", page 8). The lodging must be at a comfortable, reasonably-priced facility. If located off-campus, provision should be made for travel of participants between the lodging and instructional facilities.
2. Develop meal and refreshment plans for participants. The same goal should be kept in mind as with the provision of classrooms—to foster comfortable, convenient, and informal settings for group interaction. As the courses take place within a short time frame, it is important that thought be given to ways of facilitating social interaction. Communication among faculty participants is an acknowledged benefit of the courses. In past programs, participants and some Course Directors have reported that meals taken together (especially lunch) were valuable times for informal discussions.

   Meal arrangements can vary from those in which "at cost" meals are provided participants in a specified place to those in which information on various meal accommodations is provided. It is important, however, that the arrangements be made with an eye to the limited time available for the instruction of the participants.

F. Communication

1. Provide participants beforehand with information on the host city and campus (maps, if necessary); information about lodging arrangements; estimates of what their meal costs will be; daily class scheduling; and preliminary materials that Course Directors have provided to be sent to participants prior to the first sessions (See "Instructional Materials" above). This can be done upon acceptance or at some other appropriate time.

   In addition, mail a class roster to participants in advance to facilitate car pooling. The roster should include name, department, institution, city, state and telephone number.
2. Provide a second packet of information materials to participants on the evening prior to the first meeting. This should include a final schedule and roster, name tag, and center materials not previously mailed to participants for the course.
3. Provide a similar packet of materials for the Course Directors, but include copies of the participants' application forms (See "Arrangements for Course Directors", below.)
4. Hold a reception both in the fall and spring. Information on this event should be communicated to Course Directors and participants in advance to allow schedules to be planned accordingly.
5. Field Center Director convenes meeting of each course in fall and spring, formally welcomes participants, introduces Course Director, and ensures that the course is underway satisfactorily.
6. Communicate with all participants at least once during the interim period, confirming housing arrangements and their presence at the second session. A letter, or material from the Course Director, may be sent to participants at this time.
7. Have available a Certificate of Participation for each participant at the conclusion of the program.

G. Arrangements for Course Directors

The enthusiasm, capabilities, and personalities of the Course Directors are crucial in the Short Course Program. The extreme rigor of the teaching and travel schedules requires that everything practicable be done for their convenience and comfort. Both the Support Center and the Field Centers have responsibility in this respect. The responsibilities of the Field Center include the following (See also "Communication" above.):

1. Make room reservations for the Course Directors if they so request. In all cases arrangements should be made for the Course Directors to have comfortable, single-occupancy accommodations. The Course Director pays for his or her accommodation and is reimbursed by the Support Center.
2. Arrange for Course Directors' transportation to and from airports and from lodging to classrooms.
3. Meet with Course Directors prior to the first course meeting. Brief the Directors on arrangements, and clear up last minute details. Provide each Course Director with copies of the participants' application forms and/or summaries of characteristics of participants, either by mail in advance of arrival, or at this time.
4. Provide copies of participants' mid-session and final course evaluations to Course Director at close of each session.

H. Project Reports.

(See also "Project Reporting Requirements," page 12).

1. Field Center Directors assess each short course presented at a Center in terms of its overall effectiveness and its reception by the participants. Advise AAAS (and NSF) on new course topics and recommend the continuation of current courses. It is possible, for example, that a Center would be asked to circulate a list of potential course topics to a sample of the college faculty on its mailing list for rank ordering of topics.
2. Summarize data on characteristics of the applicants and participants at a Center for submission to AAAS and NSF, at the close of each session. Have evaluation forms, developed by AAAS and sent to the Centers, completed by the college teachers attending each course, at mid-session and again at the close of the spring session. Give copy to the Course Director and forward the original to AAAS.

III. PREPARATION OF PROPOSALS

FORMAT

A proposal should consist of the following arranged in the order given:

Cover Sheet
Abstract
Narrative
Summary Proposal Budget
Budget Explanations
Appendices

CONTENT OF PROPOSAL

Cover Sheet

The Cover Sheet should be prepared in accordance with the sample provided on page 15. This sample may be filled in and duplicated directly. One copy must bear the signature of the Project Director and an official authorized to commit the institution to the conduct of the Field Center.

Abstract

This should be a condensed description (not more than 250 words) of the proposed Field Center, the plan of operation, the institution and lodging facilities, and the Center Staff. It should be suitable for use in published reports.

Narrative

The Narrative portion of the proposal constitutes the principal basis for judging the merit of the proposed project, and should be prepared with great care. It may not exceed 15 double-spaced, nonreduced pages. Brevity will facilitate effective review.

For ease of review it is requested that the following topics be addressed in the order listed. The page numbers of the various sub-headings should be given in a Table of Contents that precedes the Narrative.

1. *Field Center Location.* Describe the suitability of the location for the planned activity. Discuss the appropriateness of the location from the standpoint of the need for the continuing education of undergraduate science faculty relative to opportunities in the area. Include in the discussion an estimate of the science college teaching faculty located within 300 miles of the proposed center, based on the number of colleges and universities in the region and their enrollment, and a description of the accessibility of the Center's location, particularly by public transportation.
2. *Facilities.* Describe the facilities available for classes, general and informal meetings, and other gatherings of the short course group; and lodging for participants and the Course Director. Photographs are welcome. There should be assurance that these facilities will be available for both fall and spring periods (See "Time Schedule", page 2). Indicate the arrangements for meals. Please refer to "Instructional Facilities" on page 4 and "Participant Lodging and Meals" on page 5 for items to be addressed in showing that these facilities will aid in accomplishing the short course program goals.
3. *Institutional Capability.* Describe the availability and types of technical equipment and operating staff that will be provided for instructional use. Detail the experience of the institution in carrying out similar activities, and the institution's commitment to support of the Field Center.
4. *Participant Selection.* Describe how the program will be publicized in the short period of the time available for that purpose. Outline the procedure and schedule to be used for the review of applications; the selection of participants and alternates; and the transmittal of the selection results to the applicants (See "Participant Selection" on page 4).
5. *Operating Plan.* Describe plans for carrying out the administrative work associated with communications; the distribution of materials; making arrangements for paying for participants' lodging; providing assistance for Course Directors and participants; arranging transportation, if needed; and generally for preparing for and keeping the operation running smoothly over the 10 or more weeks of each session.

Include also a plan for assessing the extent to which the Center meets its objectives and for collecting feedback for its improvement.

6. *Personnel.* Describe the duties of each individual to be involved in the Field Center's operation. A curriculum vitae (brief form) should be appended for each professional with significant responsibilities in the project.

   Each proposal must list all current projects, in addition to the proposed project, to which senior personnel have committed a portion of their time, whether or not salary for the persons involved is included in the budgets of the various projects. This information should include the titles and dates of current grants or contracts, the source of funds, annual budget levels, and the person-months devoted to each project by each of the senior personnel. The proposal must also provide analogous information for all other proposed projects which are being considered by, or which will be submitted in the near future to other possible sponsors, including other Foundation programs. Concurrent submission will not prejudice the review by the Foundation. This list may be included as part of the appendix.

SUMMARY PROPOSAL BUDGET AND BUDGET EXPLANATION

The budget is presented in two forms, the Summary Proposal Budget and the Budget Explanation. Items should appear in the same order in both, with corresponding numbering. The function of the latter is to present a brief justification for the level of budgetary support requested, category by category. On page 16 of this Guide is a sample Summary Proposal Budget form that can be completed and duplicated.

Please note that lines A through Q of this form are to indicate that portion of the project costs to be born by NSF funds. If non-NSF funds are to be used, the remainder of the project budget should be itemized on an attached separate page, using the categories and general format of the Summary Proposal Budget form.

Since the initial proposal covers a 3-year period of operation, annual budgets for each year should be submitted with it. However, the budgets for the second and third years of support may contain estimated figures for the major categories, e.g., participant support, salaries and wages, other operating costs, indirect costs, and total costs.

Personnel

In addition to other administrative duties associated with a Center's management, the Field Center Director should plan to spend sufficient time in a course session to assess how the course is received by the participants.

Someone from the Center's staff must be in the classroom at all times while the classes are in session, regardless of whether technical assistance has been specifically requested. It has been found to be unsatisfactory merely to have a staff member available on call. This person's responsibilities should include operating institutional equipment and generally assisting the Course Director as needed.

Salaries for the Field Center Director and other faculty should be calculated at individual academic year salary rates for the appropriate fraction of the time each is engaged in administration of the Field Center, with justification provided under "Budget Explanation."

Compensation from grant funds to assistants and secretaries should be for services specifically rendered to the project and should be at rates prevailing for the host institution, with justifications provided under "Budget Explanation."

Domestic Travel

The budget should include travel to a two-day Project Directors' meeting in Washington in April 1980, and to a three-day National Planning Meeting in 1980, 1981, and 1982 (for purposes of estimating travel expenses, assume the meeting will be held in Chicago).

Participant Support Costs

The NSF will provide for payment of room accommodations on a double occupancy basis for up to 25 participants in each class for two nights during each session. On the average, several participants in each class will be commuters. Participants who choose to have single room accommodations are expected to pay any additional cost in excess of the double occupancy rate. The budget figure for lodging should be at the lowest rate in your area that is consistent with reasonable participant comfort, convenience and proximity to classrooms. For budgetary purposes, estimate that your Center will offer ten courses and that approximately 23 boarding participants will attend each course. If your experience concerning residential participants indicates otherwise, use the appropriate figures as given in your budget justification.

Direct operating cost funds provided by the Foundation must not be used for entertainment, even though receptions, lunches, dinners, and other such activities may contribute to the success of the project. In most instances, participants will be willing to pay for such activities, or other sources of support can be secured. These funds should be kept completely separate from all NSF accounts. However, grant funds may be used for furnishing a reasonable amount of coffee and/or soft drinks to conference participants during periodic coffee breaks.

Materials and Supplies

Include here an estimate of the costs of mailing the *Announcement* (See "Publicity" on page 3 of this Guide). For large mailings to names on established mailing lists plan to use bulk rate postage. In addition, some first class (or other postal rate) mailing may be needed, particularly in responding to individual requests for the *Announcement* and in corresponding with applicants, participants, and Course Directors.

Indirect Costs

Reimbursement of indirect costs (if any) may be requested up to the educational rate approved for the institution. The approved rate and the base to be used in the computation of indirect costs may be obtained from the host institution's fiscal officer.

Appendices

Pertinent information (curriculum vitae; staff commitments to other projects; pictures; diagrams; reports; correspondence; etc.), referred to in the Narrative section may be included in appendices.

Appendices are limited to ten pages. Each appendix should be tabbed or printed on colored paper or prepared in some manner to make it easily distinguishable from the body of the proposal.

IV. PROPOSAL REVIEW AND AWARD DECISIONS

EVALUATION OF PROPOSALS

Proposals will be evaluated by members of the NSF professional staff assisted by review panels of scientists and educators drawn from two- and four-year colleges, universities, research organizations, and professional scientific societies. Reviewers will be asked to make their judgments based on the criteria that follow. Proposers are therefore advised to make sure that their proposals are responsive to these criteria.

A. *Location:*
   1. There is a need for continuing education.
   2. A high-density of science and engineering college-teaching faculty reside within 300 mile radius.
   3. The Center is accessible to participants with ease of travel.

B. *Facilities:*
   1. Classroom and other meeting space is appropriate and of good quality.
   2. Lodging and dining accommodations are suitable and of good quality.

C. *Institutional Capability:*
   1. Appropriate technical equipment (and operating staff) is available.
   2. Institution is experienced in carrying out similar activities.
   3. Institution is committed to support of Field Center.

D. *Participant Selection:* The plans for publicity and for review and selection of participants will result in the number and target group desired and an appropriate mix of participants for each course.

E. *Operating Plan:*
   1. The needs of the participating faculty and the course directors are considered.
   2. A reasonable provision is made for assessing the effectiveness of the operation.

F. *Personnel:*
   1. Staff responsibilities are clear, supervision adequate, and scheduling is reasonable.
   2. The staff have the expertise and the time to carry out the project successfully.

G. *Budget:* The budget is reasonable for work proposed.

SELECTION OF AWARDS

Final decisions on proposals to be supported will be made by the Foundation. The first consideration in selection will be the merit of a proposal, as determined by the merit review process described above. A secondary criterion will be the geographic location of a Field Center relative to other proposed Field Centers. The reason for employing the latter criteria is to assure the operation of Field Centers located at sites properly dispersed around the country with respect to the population of college science teachers.

Successful proposers will be notified by means of a copy of the grant letter sent to the appropriate official of the grantee institution by the NSF Grants Officer. All unsuccessful proposers will receive a letter of declination from the Directorate for Science Education.

ACCESS TO PEER REVIEW INFORMATION

After final decisions have been announced, the Foundation will, upon request, inform the project director of the reasons for its decision on a proposal. Verbatim copies of reviews, not including the identify of the reviewer, will be made available upon specific request from the respective project directors.

EVALUATION OF CONTINUING GRANTS

Field Centers are funded through continuing grants for a three year period, with support being provided in one-year increments. The Foundation agrees to support a specified level of effort for a specified initial period, and affirms its intention to support approximate levels of effort for two additional periods provided funds are available and the results achieved warrant continued support. Satisfactory operation of a Field Center is determined by NSF staff following a review of project progress reports and budgets, and site visits.

Since the original reviews of the FY 1980 proposal will cover the full 3-year term, additional or internal reviews will not be carried out unless a need is indicated by the progress reports, or by a change in the nature of the project, its senior personnel or in the scope of the recommended award. Upward adjustments in continuing grant increments that exceed 20 percent of the level indicated in the original grant letter, however, require a new proposal and new reviews.

V. SUBMISSION OF PROPOSALS

STATEMENT OF INTENT TO SUBMIT

Informal or preliminary proposals will not be considered. To assist the Foundation in preparing for its review of proposals, institutions planning to submit proposals are requested to complete and return an Intent-to-Submit Card (found on the inside back cover of this announcement) at least 10 days prior to the closing date of November 16. This information is important to the NSF staff in preparing for an adequate review. However, returning the card does not commit either the individual or the institution to submitting a proposal, and failure to return the card does not disqualify the institution from submitting a proposal.

PROCEDURE FOR SUBMISSION OF PROPOSALS

1. Fifteen (15) copies of the complete proposal are required.
2. Five (5) extra copies of the Cover Page and Abstract are required.
3. Copy should be double-spaced on 8" x 10 1/2" or 8 1/2"x11" paper.
4. Pages are to be numbered at bottom center.
5. The Cover Page is the letter of transmittal. Institutional letters of endorsement or transmittal, supporting letters, institutional forms, etc., if included, must be appended to the proposal. When placed over the Cover Page they delay processing and increase chances for error.
6. Proposals are to be assembled in the order shown on page 7 and should be stapled in the upper left-hand corner only.
7. Transmit all 15 copies and extra copies of the Cover Page and Abstract in a single package. Secure packaging is mandatory. The Foundation cannot be responsible for the processing of proposals damaged in transit.
8. Mail to:

   Central Processing Section for
   NSF Chautauqua-Type Short Courses
   National Science Foundation
   Washington, D.C. 20550

   or carry by hand to:

   Room 223
   1800 G Street, N.W.
   Washington, D.C.

ACKNOWLEDGEMENT OF RECEIPT OF PROPOSALS

To facilitate acknowledgment of the arrival of the package at the Foundation, the proposer should cut out the two postcards on the back cover of this Guide and fill them in to identify the proposal, with one postcard self-addressed and the other addressed to the authorized organizational official. When the package arrives, the date of receipt and an assigned proposal number will be stamped on both cards for future reference by the proposer. If an acknowledgment card with the proposal number endorsed upon it is not received by three weeks after submission deadline, the proposer should promptly contact the Program to request a tracer. No such request should be made prior to that date.

The Acknowledgment Cards should not be confused with the Intent-to-Submit Card. The latter is to be submitted well before the submission of the proposal, the former at the same time the proposal is submitted.

CLOSING AND AWARD DATES

Proposals must be received in the Foundation by close of business November 16, 1979 to insure inclusion in the competitive review process established for this program. Awards will be announced by the end of March. No information on the status of any pending proposal will be provided prior to the public announcement of awards.

VI. OTHER CONSIDERATIONS IN SUBMITTING PROPOSALS

ASSURANCE OF COMPLIANCE WITH CIVIL RIGHTS ACTS

If the applicant university, college, or other organization has not filed an Assurance of Compliance with Title VI of the Civil Rights Act of 1964, as requested by NSF regulations, pertinent forms and a copy of the regulations may be obtained by writing to the Division of Grants and Contracts, National Science Foundation, Washington, D.C. 20550. The required Assurance Form, when completed by the institution, should be submitted to the Division of Grants and Contracts. Once an Assurance of Compliance has been submitted by the applicant organization, it covers all proposals subsequently submitted by any department or other unit of that organization. If there is any question about whether or not an Assurance of Compliance has been filed, the institution's business office should be consulted.

CONFIDENTIAL ASPECTS OF PROPOSALS AND AWARDS

When a proposal results in a grant, it becomes a part of NSF's record of the transaction, available to the public upon specific request. Information that NSF and the grantee mutually agree to be of a privileged nature will be held in confidence to the extent permitted by law; therefore, any information that the applicant wishes to have NSF consider as privileged should be clearly marked as such and sent in a separate statement, two copies of which should accompany the proposal.

A proposal that does not result in a grant may be retained by NSF. Such a proposal will be released only: (1) with the consent of the proposer or (2) to the extent required by law. A proposal may be withdrawn at any time prior to final action thereon by NSF.

GRANTEE ORGANIZATION AND MANAGEMENT DATA

If your organization has not received an NSF grant within the past 2 years, please fill out the Organization and Management Information card on the back of the brochure and attach it to the original copy of the proposal.

INDIRECT COSTS

Each proposal may include indirect costs at the rate approved for the institution. If the institution has an approved Educational Services Agreement Rate, this rate should be applied. Proposals should specify the institution's approved rate and, if different, the rate requested for the proposed activities. The approved rate and the base for the computation may be obtained from the Business Officer of the institution. The Business Officer should contact the Foundation's Division of Grants and Contracts, Cost Analysis Section if the organization does not have an approved rate, or is a first-time applicant. If information is needed with regard to an approved rate, call 202/634-7545.

PUBLICATION DISCLAIMER

The Foundation provides awards for research and education in the sciences. The awardee is wholly responsible for the conduct of such research and preparation of the results for publication. The Foundation, therefore, does not assume responsibility for such findings or their interpretation.

PROJECT REPORTING REQUIREMENTS

Interim Reports

An interim report is to be prepared at the close of the fall session of the 1980-81, 1981-82, and 1982-83 series of short courses, for submission to NSF. The Report should describe the operation of the Field Center as related to what was proposed. An analysis should be made of the Center's progress and of the problems that have occurred during the reporting period. (See also "Field Center Tasks: Project Reports," page 6.)

Progress Reports

Requests for continued support, in the form of annual incremental funding for a second and third year, may be awarded in response to a letter from the project director. The request letter must include a summary of progress, as well as a proposed budget for the next increment of funding.

Final Report

A Final Project Report (NSF Form 98-A) is due within 90 days after the expiration of your grant. Two copies of this form, provided in Appendix I, should be submitted directly to the NSF Division of Grants and Contracts. Note that Part II, "Summary of Completed Project," may be used by NSF to answer inquiries about the project from nonscientists; therefore it should be self-contained and should be intelligible to members of the general public.

PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION
Cover Page

FOR CONSIDERATION BY NSF ORGANIZATIONAL UNIT (Indicate the most specific unit known, i.e. program, division, etc.)

NSF Chautauqua Short Courses Program

IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER FEDERAL AGENCY? Yes ____ No ____ ; IF YES, LIST ACRONYM(S):

PROGRAM ANNOUNCEMENT/SOLICITATION NO.: **SE 80–29**

CLOSING DATE (IF ANY): **November 16, 1979**

NAME OF SUBMITTING ORGANIZATION TO WHOM AWARD SHOULD BE MADE (INCLUDE BRANCH/CAMPUS/OTHER COMPONENTS)

ADDRESS OR ORGANIZATION (INCLUDE ZIP CODE)

TITLE OF PROPOSED PROJECT

Field Center for NSF Chautauqua-Type Short Courses

PROPOSED DURATION

DESIRED STARTING DATE

PI/PD NAME AND SOCIAL SECURITY NO. (SSN)*

PI/PD PHONE NO.

PI/PD DEPARTMENT

PI/PD ORGANIZATION

ADDITIONAL PI/PD AND SSN*

ADDITIONAL PI/PD AND SSN*

ADDITIONAL PI/PD AND SSN*

ADDITIONAL PI/PD AND SSN*

FOR RENEWAL OR CONTINUING AWARD REQUEST, LIST PREVIOUS AWARD NO.:

TOTAL REQUESTED FROM NSF(3 YEARS)	FIRST YEAR	SECOND YEAR	THIRD YEAR
	$	$	$

CLASSROOM LOCATION

LODGING LOCATION

*Submission of social security numbers is voluntary and will not affect the organization's eligibility for an award. However, they are an integral part of the NSF information system and assist in processing the proposal. SSN solicited under NSF Act of 1950, as amended.

PRINCIPAL INVESTIGATOR/ PROJECT DIRECTOR	AUTHORIZED ORGANIZATIONAL REP.	OTHER ENDORSEMENT (optional)
NAME	NAME	NAME
SIGNATURE	SIGNATURE	SIGNATURE
TITLE	TITLE	TITLE
DATE	DATE	DATE

SUMMARY
PROPOSAL BUDGET

ORGANIZATION AND ADDRESS	**FOR NSF USE ONLY** PROPOSAL NO.
	DURATION (MONTHS) PROPOSED / REVISED
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR	

NSF USE	A. SENIOR PERSONNEL (LIST BY NAME; SHOW NUMBERS OF PEOPLE IN BRACKETS; SALARY AMOUNTS MAY BE LISTED ON SEPARATE SCHEDULE) GPM 205.1b	NSF FUNDED MAN MONTHS CAL.	ACAD.	SUMR.	FUNDS REQUESTED BY PROPOSER	FUNDS GRANTED BY NSF (IF DIFFERENT)
	1. P.I./P.D.				$	$
	2. CO P.I./P.D.				$	$
	3. CO P.I./P.D.				$	$
	4. CO P.I./P.D.				$	$
	5. CO P.I./P.D.				$	$
11115	6. ( ) ← SUBTOTALS A1 - A5 →				$	$
	FACULTY AND OTHER SENIOR ASSOCIATES (ATTACH EXTRA SHEET IF NECESSARY)					
	7.				$	$
	8.				$	$
	9.				$	$
	10.				$	$
	11.				$	$
11117	12. ( ) ← SUBTOTALS A7 - A11 →				$	$
	B. OTHER PERSONNEL (LIST NUMBERS IN BRACKETS)					
11141	1. ( ) POSTDOCTORAL ASSOCIATES				$	$
11149	2. ( ) OTHER PROFESSIONALS				$	$
11150	3. ( ) GRADUATE STUDENTS				$	$
11152	4. ( ) UNDERGRADUATE STUDENTS				$	$
11182	5. ( ) SECRETARIAL - CLERICAL				$	$
11183	6. ( ) TECHNICAL, SHOP, OTHER				$	$
	TOTAL SALARIES AND WAGES (A+B)				$	$
11200	C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)				$	$
	TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)				$	$
	D. EQUIPMENT (LIST ITEMS AND DOLLAR AMOUNTS FOR EACH ITEM)					
23181	TOTAL EQUIPMENT				$	$
	E. MATERIALS AND SUPPLIES					
32630					$	$
	F. DOMESTIC TRAVEL					
42111					$	$
	G. FOREIGN TRAVEL (LIST DESTINATION AND AMOUNT FOR EACH TRIP; GPM 731)					
42112					$	$

PAGE 1 OF 2 PAGES   CANCELS NSF FORMS 98, 135, 569 AND 633 EFFECTIVE 10-1-77

SUMMARY PROPOSAL BUDGET

PROPOSAL NO.

52500	H. PUBLICATION COSTS/PAGE CHARGES	$	$
62315	I. COMPUTER (ADPE) SERVICES	$	$
	J. CONSULTANT SERVICES (IDENTIFY CONSULTANTS BY NAME AND AMOUNT; GPM 516)		
		$	$
	K. PARTICIPANT SUPPORT COSTS, IF ALLOWED BY PROGRAM GUIDE (ITEMIZE) GPM 518		
	1. STIPENDS $		
	2. TRAVEL $		
	3. SUBSISTENCE $		
	4. OTHER - SPECIFY $		
	5. TOTAL PARTICIPANT COSTS (K1 + K2 + K3 + K4)	$	$
	L. ALL OTHER DIRECT COSTS (List items and dollar amounts. Details of subcontracts, including work statements and budget, should be explained in full in proposal.) $ $ $ $		
65001	TOTAL OTHER DIRECT COSTS	$	$
	M. TOTAL DIRECT COSTS (A THROUGH L)	$	$
	N. INDIRECT COSTS (Specify rate(s) and base(s) for on/off campus activity. Where both are involved, identify itemized costs included in on/off campus bases in remarks.)		
74100	TOTAL INDIRECT COSTS	$	$
	O. TOTAL DIRECT AND INDIRECT COSTS (M + N)	$	$
74500	P. LESS RESIDUAL FUNDS (If for further support of current project; GPM 252 and 253)	$	$
75000	Q. AMOUNT OF THIS REQUEST (O MINUS P)	$	$

REMARKS

NOTE: SIGNATURES REQUIRED ONLY FOR REVISED BUDGET (GPM 233). THIS IS REVISION NO.

SIGNATURE OF PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR	DATE OF SIGNATURE	TYPED OR PRINTED NAME AND TITLE
SIGNATURE OF AUTHORIZED ORGANIZATIONAL REPRESENTATIVE	DATE OF SIGNATURE	TYPED OR PRINTED NAME AND TITLE

FOR NSF USE ONLY

INDIRECT COST RATE VERIFICATION			PROGRAM OFFICER APPROVAL
Date Checked	Date of Rate Sheet	Signature	

Grant Number	Amend No.	Institution	Organization	Fund Acct.	Program	Object	

	Proposal Number	Dur.	Chg.	Award Date	Proposed Amount	Propsd. Dur.	

PAGE 2 OF 2 PAGES

APPLICANT MANAGEMENT AND ORGANIZATION CARD

TO BE FILLED OUT BY THE NATIONAL SCIENCE FOUNDATION

Date Recieved ____________________ Proposal Number ______________

TO BE FILLED OUT BY THE PROPOSER

Name of Institution ____

Name of Project Director ____

Name of Director of
Sponsored Programs (or equivalent) ______________________________

Telephone Number ____

Note: To be completed only if the proposing organization has not received an NSF grant within the previous two years.

Fill out and attach to orginal copy of *formal* proposal *only* if prospective grantee organization has not received an NSF grant within the past 2 years.

DATE:
SUBMITTED BY:
PROPOSAL I.D. NO.:
PROPOSAL TITLE:

The National Science Foundation acknowledges receipt of a proposal from the above applicant which has been assigned the proposal number indicated. Please use this number in all future correspondence.

A separate acknowledgment is being sent to the individual named above.

Central Processing Section
Division of Information Systems

F.L. 23 (5-78)

Address this card to the authorized institutional representative. Insert Institution name and Program Director's name next to Submitted By and Cite Project Title. NSF will note date received and proposal I.D. No.

DATE:
PROPOSAL I.D. NO.:
PROPOSAL TITLE:

Your proposal has been received by NSF and has been assigned to this program for evaluation. Please refer to the above number in all future correspondence.

Consideration of proposals requires about six to nine months. If more time is needed, you will be notified. After a decision has been made by NSF on a proposal, anonymous verbatim copies of reviewers' comments are available to the principal investigator upon request.

A separate acknowledgment is being sent to your institution's business office. If you have any questions about the status of your proposal, please contact us.

Address this card to the project director. Insert proposal title. NSF will note date received and proposal I.D. No.

CHAUTAUQUA–TYPE SHORT COURSES FOR COLLEGE TEACHERS

NATIONAL SCIENCE FOUNDATION
WASHINGTON, D.C. 20550

F.L. 24 (5-78)

National Science Foundation
Washington, D.C. 20550

Official Business

PENALTY FOR PRIVATE USE $300

RETURN THIS COVER SHEET TO ROOM 233, IF YOU DO NOT WISH TO RECEIVE THIS MATERIAL ☐, OR IF CHANGE OF ADDRESS IS NEEDED ☐ (INDICATE CHANGE, INCLUDING ZIP CODE).

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National Science Foundation

U.S. MAIL

(Cut along dotted lines)

SEPTEMBER 1979

SE 80-29